

# Personnel Issues & You

UPPS Newsletter 2006-6

December 1, 2006

## in this issue:

- |                    |                                    |                       |
|--------------------|------------------------------------|-----------------------|
| -Back-up documents | -Scheduled Shutdown                | -Change Report Notice |
| -Address Changes   | -2007 Rate Increases               | -Cabinet Directory    |
| -ACE Actions       | -Payroll Schedules (W-2 & regular) |                       |

## Message From the Director:

It's hard to believe that 2006 is already coming to an end, not to mention that the holiday season is so quickly upon us!

Just as a reminder the Department for Personnel Administration is continuing its lengthy schedule of demonstrations for the new Kentucky Human Resource Information System (KHRIS). Many of our managers within the department are participating in these demos and will continue to be out of the office through January 2, 2007. If you need immediate assistance within the Division of Employee Management, please contact my administrative assistant Stephanie Carpenter at 502/564-6464 or by email at [StephanieL.Carpenter@ky.gov](mailto:StephanieL.Carpenter@ky.gov).

Best wishes to you and your family for a very safe and happy holiday. Our division looks forward to continuing to serve you and the employees of the Commonwealth in 2007.

Thank you! *Mary Elizabeth Harrod*

## Processing & Records

**\*Back-up Documents:** Effective December 11, 2006, all back-up documentation required for any personnel action must be received within 5 business days of entering the action. If documents are not received, the action will be deleted.

**\*Address Changes:** In order for correct addresses to be reflected on the 2006 W-2s, all P1 actions for address changes must be entered into CICS by December 18, 2006.

**\*Processing G53 Actions (ACE):** Effective immediately, when processing a G53 (ACE) for an employee, you must indicate the percentage of the increase on the remarks section of the P1 form (Item 22).

## Payroll

### NOTICE:

The system will be down between the Christmas and New Year holiday breaks. **Please do not do ANYTHING in the payroll system from the time we take the system down on Dec. 21<sup>st</sup> to run supplemental until we return on January 2<sup>nd</sup>.** Payroll staff will be rolling the POPY production system over to the new year and storing the 2006 information in CICSTEST. They will be preparing the system so that manual pay updates will continue to be effective against the 2006 record in CICSTEST instead of in "regular" CICS POPY, which will be reflecting the 2007 record.

Commissioner  
Carla Hawkins  
Department for Personnel  
Administration

Secretary  
Brian J. Crall  
Personnel Cabinet

Director  
Mary Elizabeth Harrod  
Division of Employee  
Management

## **2007 OPTIONAL INSURANCES:** **CURRENT RATE INCREASES**

<b><u>Burch</u></b>	<b><u>2006 Plan Year</u></b>	<b><u>2007 Plan Year</u></b>
Single	19.50	19.50
Dual	34.50	34.50
Family	49.50	49.50
<b><u>Fortis - Assurant</u></b>		
<u>Freedom Preferred</u>		
Employee	30.05	30.05
Employee + One	59.50	58.70
Employee + Family	92.03	92.03
<u>Freedom Basic</u>		
Employee	16.49	16.49
Employee + One	31.01	31.01
Employee + Family	54.30	54.30
<u>Summit moves to Heritage Secure</u>		
Employee	9.30	9.30
Employee + One	15.73	17.27
Employee + Family	24.81	27.24
<b><u>Health Resources, Inc</u></b>		
<u>DHO 6B</u>		
Employee	32.38	32.38
Employee & Spouse	66.38	66.38
Employee & Child	72.86	72.86
Employee & Family	110.74	110.74
<b><u>United Concordia</u></b>		
<u>Concordia Plus (formerly DHMO)</u>		
Employee	13.62	15.27
2-party	28.04	31.43
Family	40.98	45.94
<u>Concordia Flex (formerly FFS)</u>		
Employee	32.65	36.60
2-party	62.62	70.20
Family	109.11	122.31

These are **2007** rate changes we have received to-date.  
Additional **2007** rate changes will be posted in this newsletter, as they are received.

**\*Name Change\*** Adenta is now referred to as Dental Care Plus

# Current Payroll Schedules for December:

## \* 2006 W-2 Schedule:

### December 18, 2006, Monday, by close of business:

After this date, all adjustments sent to the Personnel Cabinet for keying **MUST** be completed in **red ink** and have 2006 written at the top to ensure they are processed against the 2006 employee record.

### December 22, 2006, Friday, by close of business:

The last day for submitting a SAS-27 to the Personnel Cabinet to be included in 2006 wages.

### January 2, 2007, Tuesday, by close of business:

Cut-off for a "Request for Refund on Payroll" to be received in Treasury. After this date, refunds will have to be done from 2006 funds and adjusted on the 2006 record.

### January 12, 2007, Friday, 1:00 p.m.:

Cut-off for adjustments.

### January 16, 2007, Tuesday:

Target date for printing W-2s.

## Revised 10/23/06: Payroll Schedule for December 2006:

revised December 2006 - Subject to change						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 NOV 16-30 Manual pay & health ins. update	2
3	4 NOV 16-30 Manual pay & health ins. update	5 NOV 16-30 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	6 NOV 16-30 Manual pay update files go down at 1:00 and remain down. <b>RUN PAYROLL</b>	7 NOV 16-30 No Update	8 NOV 16-30 No Update	9
10	11 NOV 16-30 Update/ health ins.	12 NOV 16-30 Update/ health ins.	13 NOV 16-30 Update/ health ins. Last day p1's can be approved for supp payroll	14 NOV 16-30 Update - files go down at 1:00 & remain down. <b>RUN SUPP PAYROLL</b> Update after supp with p1's only.	15 NOV 16-30 Manual pay & health ins. update <b>PAYDAY</b>	16 Manual pay update
17	18 DEC 1-15 Manual pay update files go down at 4:00 and remain down. <b>RUN PAYROLL</b>	19 DEC 1-15 Update/ health ins.	20 DEC 1-15 Update/ health ins. Last day p1's can be approved for supp payroll	21 DEC 1-15 Update - files go down at 1:00 & remain down. <b>RUN SUPP PAYROLL</b> Update after supp with p1's only.	22 DEC 1-15 No Updates <b>PAYDAY</b>	23
24	25 DEC 1-15 <b>STATE HOLIDAY</b> Have a safe and happy holiday <b>CHRISTMAS DAY</b>	26 DEC 1-15 <b>STATE HOLIDAY</b> Have a safe and happy holiday <b>CHRISTMAS</b>	27 DEC 1-15 <b>DO NOT ENTER PAYROLL</b> Clear old year files	28 DEC 1-15 <b>DO NOT ENTER PAYROLL</b> Clear old year files	29 DEC 1-15 <b>STATE HOLIDAY</b> Have a safe and happy new year	30
31						

## Classification & Compensation

### Notice regarding Change Reports:

Effective February 2007, monthly Change Reports generated by the Classification & Compensation Branch will be distributed on the 1st of each month with effective dates being the 16<sup>th</sup> of each month.



# PERSONNEL CABINET TELEPHONE LISTING, DECEMBER, 2006

<b>OFFICE OF THE SECRETARY, SUITE 516, (4-7430)</b> <b>Secretary Brian J. Crall</b> <b>Deputy Sec. Wayne Harman, x 4003</b> Amy Andrews, x 4060 Sonja Cox, x 4011 Amanda Reid, x 4010	
<b>OFFICE OF ADMINISTRATIVE SERVICES</b> <b>EXEC DIRECTOR'S OFFICE (4-7430)</b> <b>Burr Lawson, x 4008</b> Suzette Gash, 4-7409, x 4024 Scott McKenzie, 4-0198, x 4037 Vacant, x 4186	
<b>ADMINISTRATIVE SERVICES</b> <b>Walt Gaffield, 4-7409, x 4021</b> Rachel Jackson, 4-7409, x 4025 Susan Lynn, 4-7409, x 4022 Elinda Manley, 4-7409, x 4023	
<b>OFFICE OF LEGAL SERVICES</b> <b>EXEC DIRECTOR'S OFFICE (4-7430)</b> <b>Tom Stephens, x 4004</b> Sue Britton, x 4020 Vacant, x 4088	
<b>RM 501 (4-0358)</b> Anne Burnham, x 4078 Joe Cowles, x 4081 Vacant x 4005, 4006, 4237	
<b>OFFICE FOR EMPLOYEE RELATIONS</b> <b>EXEC DIRECTOR'S OFFICE, SUITE 511 (4-7911)</b> <b>Robert Schmidt, x 4087</b> <b>Mary Hook, x 4093</b> Clyda Henderson, x 4086	
<b>Scott Gasser, x 4100</b> <b>Lee Cowherd x 4090</b>	
<b>DIVISION OF EMPLOYEE BENEFITS</b> <b>DIRECTOR'S OFFICE</b> <b>SUITE 511 (4-3433)</b> <b>Bill Patrick, x 4104</b>	
<b>LIFE INSURANCE</b> <b>ROOM 503 (4-4774) 800-267-8352</b> <b>Sharon Spencer, x 4111</b> Gaye Adcock, x 4105 Michele Ellis, x 4106 Melinda Giles, x 4184 Joe Hughes, x 4107 Jeri Payton, x 4109 Kim Quinn, x 4110 Scan Room, x 4108	
<b>WORKERS COMPENSATION</b> <b>SUITE 511 (4-6847) 888-860-0302</b> Jeffrey Hockensmith, x 4099 Matthew Hutcherson, x 4095 Valerie McGraph, x 4098 Paula Spicer, x 4103 Melissa Tillman, x 4096 Vacant, x 4097	
<b>RETURN TO WORK</b> <b>(4-0348)</b> <b>Donna Shelton, x 4101</b> Vickie Smitha, x 4102	
<b>DIVISION OF EMPLOYEE SERVICES &amp; RECOGNITION</b> <b>DIRECTOR'S OFFICE, SUITE 511 (4-3433), 866-725-5463</b> Darlene Stewart, x 4094	
<b>EMP ASSISTANCE</b> <b>BUSH BLDG (4-5788)</b> <b>800-445-5327</b> <b>Mary Jane Cowherd, x 222</b> Zack Culver, x 225 Trina Jennings, x 223 Phillip Pack, x 224 Rebecca Waddle, x 221	
<b>WORKPLACE RELATIONS</b> <b>Linda House Patrick, x 4092</b> Tina Goodmann, x 4188	
<b>EMPLOYEE RECOGNITION</b> <b>Debbie Bohannon, x 4000</b> Mandi Flynn, x 4089	
<b>OFFICE FOR EMPLOYEE &amp; ORGANIZATIONAL DEVELOPMENT</b> <b>@ Kentucky State University, 400 East Main Street</b> <b>Academic Services Bldg - 4 W, Frankfort, KY 40601</b> <b>Main Number: 502/564-8170 or 564-7455</b>	
<b>EXEC DIR'S OFFICE</b> <b>Penny Armstrong, x 240</b> <b>Esteva Caise Draggis, x 224</b> David Finley, x 256 Kambe Lattimore, x 257 Jamille Smith, x 238 Wes Swamer, x 227	
<b>ADMINISTRATIVE, CONSULTING &amp; LEARNING SERVICES</b> <b>Jeanne Olivas, x 243</b> Kimberly Bynes, x 245 Wendy Campbell, x 235 Katy Cave, x 253 Stan Riley, x 237 Jon Samokar, x 254 Donna Simpson, x 223	
<b>PERFORMANCE MGMT</b> <b>(564-3090)</b> <b>Johnny Keene, x 225</b> Regina Edington, x 259 Regina Gravit, x 260	
<b>Vacant x 221, 233, 234, 236, 239, 241, 242, 247</b>	
<b>OFFICE OF COMMUNICATIONS</b> <b>EXEC DIRECTOR'S OFFICE (4-7430)</b> <b>Lori Aragon-Takahashi, x 4007</b> Keyana Best, x 4009	
<b>OFFICE OF HUMAN RESOURCE PLANNING &amp; DIVERSITY INITIATIVES</b> <b>EXEC DIRECTOR'S OFFICE (573-0321)</b> <b>Mary Stoddard, x 234</b> <b>Neeka Parks Thompson, x 240</b>	
<b>Colene Elridge, x 241</b> <b>Amy Ernest, x 236</b> <b>Bruce Trent, x 230</b>	
<b>DIVISION OF WORKFORCE ANALYTICS</b> <b>Arthur Lucas, x 229</b>	
<b>DIVISION OF DIVERSITY RELATIONS</b> <b>Angela Elder, x 235</b>	
<b>KY PUBLIC EMPLOYEES DEFERRED COMP AUTHORITY</b> <b>105 SEA HERO ROAD, SUITE 1 (573-7925) 800-542-2667</b> persdeferredcomp@ky.gov	
<b>EXEC DIR'S OFFICE</b> <b>Robert C. Brown</b> Pat Goodlett Chris Helvey	
<b>INVESTMENT &amp; RECORDS</b> <b>Sandi Whitaker</b> Leanne Barger Diane Collins Amanda Hansel	
<b>Barbara Hedrick</b> Amy Mosby Jody Overturf Susan Pardi	
<b>PAYOUT COUNSELING</b> <b>Eric Simpson</b> Julie Gordon Julia Holbrook	
<b>Kelley Peach</b> <b>April Smyth</b> <b>Kristey Warfield</b>	
<b>PARTICIPANT SERVICES</b> <b>Jean Henning</b> Floyd Boler Nida Clary	
<b>Carol Smith</b> <b>Kathy Stroop</b> <b>Donna Towles</b>	

<b>DEPARTMENT FOR PERSONNEL ADMINISTRATION</b> <b>COMMISSIONER'S OFFICE, ROOM 530 (4-2428 or 4-7571)</b> <b>Carla Hawkins, x 4114</b> <b>Barbara Barnes, 4-6873, x 4228</b> Michele Casebier, x 4113	
<b>SYSTEMS MANAGEMENT</b> <b>(ROOM 529, 4-0198)</b> <b>Lisa Rowe, x 4032</b> Brad Atkinson, x 4027 George Gamble, x 4030 Travis Humphries, x 4031 Jason Ritter, x 4029 Vacant x 4034, 4037, 4189	
<b>James Ross, x 4036</b> <b>Susan Stinnett, x 4033</b> <b>Jeff Swinford, x 4028</b> <b>Beverly Wilhoite, x 4035</b> <b>Computer Room, x 4040, 4041, 4042, 4043, 4181</b>	
<b>DIVISION OF EMPLOYEE MANAGEMENT</b> <b>DIRECTOR'S OFFICE, ROOM 533 (4-6464 OR 4-6484)</b> <b>Mary Elizabeth Harrod, x 4115</b>	
<b>Stephanie Carpenter, x 4116</b> <b>Myrissa Patton, x 4226</b>	
<b>PROCESSING &amp; RECORDS</b> <b>ROOM 531 (4-6873)</b> <b>Carolyn Bruce, x 4126</b> Pam Brookman, x 4127 Lisa Case, x 4133 Sandra Darneal, x 4129 Dena McGuire, x 4131 Mike Rice, x 4130 Paula Round, x 4128	
<b>PAYROLL, ROOM 535</b> <b>(4-6883)</b> <b>Carol Kelen, x 4120</b> Karen Blackburn, x 4122 Gail Cooper, x 4125 Shannan Goodrich, x 4118 Greg McGaughey, x 4185 Yvonne Richmond, x 4121 Vacant x 4119, 4124	
<b>DIVISION OF STAFFING SERVICES</b> <b>DIRECTOR'S OFFICE, SUITE 517 (4-6920)</b> <b>Georgianne Reynolds, x 4180</b> Rebecca Billings, x 4135 Mary Greenwell, x 4134	
<b>Dorothy Burton (Staffing Services Receptionist), x 4013</b> <b>Vacant x 4136</b>	
<b>APPLICANT PROCESSING</b> <b>(4-8030)</b> <b>Denise Jones, x 4139</b> Ashley Dezarn, x 4141 Denice Driver, x 4138 Becky Schell, x 4143 Amanda Sewell, x 4142 Robin Smith, x 4140 Flo Warner, x 4157 Theresa Wood, x 4182	
<b>EMPLOYMENT COUNSELING</b> <b>(4-8030)</b> <b>Karen Neeley, x 4153</b> Shona Alderson, x 4145 Claude Anderson, x 4158 Scotty Barker, x 4146 Linda Brown, x 4160 Rick Davis, x 4148 Carolyn Gray, x 4147 Galen Linville, x 4154 Marilyn Marshall, x 4151 James Mason, x 4152 Rose Nipp, x 4155 Tracy Young, x 4156	
<b>STAFFING ANALYSIS (4-6702)</b> <b>Marina Alford, x 4169</b> Kim Arington, x 4173 Katharine Barber, x 4170 Stuart Clark, x 4171 Roger Riddell, x 4175 Kevin Shipp, x 4174 Peggy Smith, x 4176 Vacant 4137, 4149, 4177, 4178, 4179, 4221	
<b>REGISTER (4-6922)</b> <b>Kay Wallace, x 4167</b> Roberta Brownlee, x 4160 Cheri Chambers, x 4165 Sharon Fogle, x 4163 Kay Goodwin, x 4164 Sharon Smith, x 4166 Lucy Wheeler, x 4168 Vacant, x 4162, 4159, 4144	
<b>DIVISION OF HUMAN RESOURCE PROJECTS</b> <b>150 FAIR OAKS LANE (4-4690)</b> <b>DIRECTOR'S OFFICE</b> <b>Brenda Brown, x 4172</b> Randy Denney, x 4117	
<b>HRIS PROJECT</b> <b>Kathy Doyle, x 4201</b> Carrie Cottle, x 4202 Marcus Deaton, x 4203 Latonia Dooley, x 4200 Dera Lindsay, x 4218 Beth Rangel, x 4216 David White, x 4217	
<b>SPECIAL PROJECTS</b> <b>Kimberly Roush, x 4212</b> Tonya Brown, x 4208 Kimberly Hatter, x 4194 Lisa Jeffrey, x 4123 Robbie Perkins, x 4210 Neil Popplewell, x 4214 Vacant, x 4199, 4205	
<b>Richard Gee, x 4132</b> <b>Randy Meek, x 4196</b> <b>Connie Page, x 4215</b> <b>Mitt Salvaggio, x 4198</b> <b>Glen Tuggle, x 4197</b>	
<b>DEPARTMENT FOR EMPLOYEE INSURANCE</b> <b>COMMISSIONER'S OFFICE, ROOM 501 (4-0358)</b> <b>Christine Wilcoxson, x 4047</b> <b>Eric Poston, x 4048</b> <b>Sharley Hughes, x 4049</b> <b>Betsy Johnson, x 4073</b> <b>Sandy Martin, x 4063</b> <b>Tammy McNew, x 4051</b> <b>Wellness Works Kentucky</b> <b>(4-0358)</b> <b>Christy Brooks, x 4046</b>	
<b>DIVISION OF INSURANCE ADMINISTRATION</b> <b>DIRECTOR'S OFFICE, ROOM 503 (4-0358)</b> <b>Reina Diaz-Dempsey, x 4074</b>	
<b>Cindy Dempsey, x 4052</b> <b>Jerry Jones, x 4057</b>	
<b>MEMBER SERVICES</b> <b>ROOM 502 (4-6534)</b> <b>888-581-8834</b> <b>Donna Cordier, x 4075</b> Christie Burkhead, x 4236 Sharon Gilbert, x 4234 Merla Graves, x 4050 Ma Green, x 4061 Clara Serafini, x 4233 Sandra Shelton, x 4044 Hannah Stanfield, x 4059	
<b>ENROLLMENT INFORMATION</b> <b>ROOM 503 (4-1205)</b> <b>Nancy Knight, x 4076</b> Sherry Davis, x 4255 Julia Hughes, x 4072 Lynn Jones, x 4083 Mamatha Kotha, x 4183 Philip Luckett, Sr., x 4080 Teresa Shipley, x 4084 Jeffrey Wiley, x 4067 Christina Winans, x 4085 Scan Room, x 4079 Vacant x 4072, 4077, 4232	
<b>DIVISION OF FINANCIAL &amp; DATA SERVICES</b> <b>DATA ANALYSIS</b> <b>(4-7101)</b> <b>Chandra Venetozzi, x 4070</b> Paula Chisholm, x 4190 Bob Murphy, x 4191 Cindy Stivers, x 4053 Vacant, x 4069, 4239	
<b>FINANCIAL MANAGEMENT</b> <b>(4-9097)</b> <b>Cindy Thomas, x 4002</b> Lori Elder, x 4065 Debbie Fraley, x 4231 Beth Gebhart, x 4056 Sabrena Hockensmith, x 4230 Lea Howard, x 4066 Lisa Momenpour, x 4055 Shellie Ott, x 4062 Alexa Perry, x 4187 Brenda Roark, x 4071 Jonathan Smith, x 4054 Imma Turner, x 4068 Brenda Wilson, x 4058	



**PERSONNEL CABINET TELEPHONE LISTING, DECEMBER, 2006**

Class & Comp (Teton Trail) .....	FAX 573-0324
Deferred Comp .....	FAX 573-4494
Employee Insurance (Room 501).....	FAX 564-5826
Employee Management (Dir's Office).....	FAX 564-1823
Employee Relations (Suite 511).....	FAX 564-4311
Employee & Organizational Development (KSU) .....	FAX 564-2732 or 564- 8056
Financial Management.....	FAX 564-0715
Health Insurance (Room 503) .....	FAX 564-1085
KHRIS Projects.....	FAX 564-1507
KEAP (Bush Building) .....	FAX 564-5189
Life Insurance (Room 503).....	FAX 564-4034
Member Services Branch (Suite 502) .....	FAX 564-0364
Personnel Administration (Rm 530) .....	FAX 564-9249
Processing & Payroll (Rm 535) .....	FAX 564-5278
Performance Mgmt (KSU).....	FAX 564-2675
Secretary's Office (Rm 516) .....	FAX 564-7603
Staffing Services (Director's Office).....	FAX 564-3588 or 564-5251
Staffing Services (Register) .....	FAX 564-5414
Staffing Services (Emp. Counseling).....	FAX 564-0512
Systems Management (Room 529) .....	FAX 564-2274
Workers Comp (Suite 511) .....	FAX 564-9119
William Hartley, Security Officer.....	564-2101, x 4262
Frankfort Police Department.....	502-875-8582
Frankfort City Emergency (Ambulance, Fire & Police) .....	911 or 502-875-8500
Kentucky State Police (Frankfort Post) .....	502-227-2221 or 800-222-5555
IDMS.....	564-0198, x 4038
State Operator .....	564-3130
Personnel Answer Line .....	564-8339 or 866-725-5463
Quick Copy .....	564-2670
Small Conference Room 506 .....	Handset x 4014
Large Conference Room 508 .....	Handset x 4016
Conference Room – DEI.....	Handset x 4187, Speaker phone x 2019
Janitorial Staff – 200 Fair Oaks .....	564-7409, x 4039